



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Katy Allen
Jane Light

SUBJECT: JOYCE ELLINGTON
BRANCH LIBRARY

DATE: 02-25-04

Approved

Date

Council District: 3

RECOMMENDATION

Approval of an agreement with Tetra Design, Inc. for consultant services for the Joyce Ellington Branch Library Project, from the date of execution to June 30, 2007, in an amount not to exceed \$972,000.

CEQA: Not a project.

BACKGROUND

The Joyce Ellington Branch Library is the eleventh library to be initiated under the Branch Facility Master Plan. The branch will be located at the existing branch location on Empire Street.

Public Works and Library Department staff conducted the architectural consultant interview and selection process per the Consultant Selection Procedure, and recommend the retention of Tetra Design, Inc., to provide the design for this project.

The scope of work will include program review, conceptual design, schematic design, design development, preparation of construction documents, bidding and award, construction administration, preparation and compiling of record documents and project closeout.

The building programming, conceptual and schematic design scope of work will include community outreach.

Construction is scheduled to begin in fall 2005 with completion in spring 2007.

ANALYSIS

Public Works and Library staff and other panel members interviewed five firms, and as result, Tetra Design, Inc. was selected for the Joyce Ellington Branch Library.

Staff negotiated a fee of \$972,000, which is reasonable for the work. The schedule requires the architect to start work in March 2004.

A member of the firm who is LEED Accredited is included on the Design Team for this facility. The facility will be designed in accordance with the Green Building Policy.

An alternative to hiring a consultant for this work is for the work to be done by existing City staff. Staff considered this alternative and recommends using a consultant because current City staff is fully utilized and there are no available existing City staff resources with appropriate expertise. Shifting existing City staff resources to this project at this time would delay the project.

PUBLIC OUTREACH

The Request for Qualifications for consultant services was published in the *San José Mercury News* in November 2002.

The first community meeting will be held in April 2004 to solicit input of the building design. Future project meetings will be advertised at various nearby branch library locations for conceptual design and the schematic design processes.

COORDINATION

This agreement and memo have been coordinated with the Departments of Planning, Building and Code Enforcement, Finance, the City Manager's Budget Office and City Attorney's Office.

COST IMPLICATIONS

1. AMOUNT OF RECOMMENDATION: \$972,000

2. COST OF PROJECT:

Project Delivery	\$1,735,000
Construction	7,000,000
Contingency	708,000
TOTAL	<hr/> \$9,443,000

3. SOURCE OF FUNDING: 472 - Branch Libraries Bond Projects Fund
4. FISCAL IMPACT: This project is consistent with the Council-approved Budget Strategy Economic Recovery section in that it will spur construction spending in our local economy. The renovated Joyce Ellington Branch will have a net annual operating and maintenance impact of \$98,000 starting in 2007-2008.

BUDGET REFERENCE

Fund #	Appn. #	Appn. Name	RC #	Total Appn.	Amt. For Contract	Adopted Budget Page	Last Budget Action (Date, Ord. No.)
472	4791	Joyce Ellington Branch	129223	\$ 1,105,000	\$972,000	Page 373	
		Total		\$ 1,105,000	\$972,000		

*An additional \$8,497,000 is budgeted in the Library Bond Fund in 2004-2005 through 2006-2007 for project costs.

CEQA

Not a project.

JANE LIGHT
Library Director

KATY ALLEN
Director, Public Works Department

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